



Injury Prevention Advisory Committee

Terms of Reference

The Injury Prevention Advisory Committee (IPAC), established in 1990, is a volunteer network of professionals from various disciplines and industries committed to working together to prevent injuries in Hawai'i. This group serves as the Injury Community Planning Group (ICPG) in the CDC Core Violence and Injury Prevention Program grant.

Vision

A Safe Hawai'i....from the mountains to the sea.

Mission

To build and sustain a sound focal point and base for injury prevention activities in the state and to guide and monitor the development of state and community-based injury and violence prevention initiatives in Hawai'i.

Goal

To strengthen the statewide network of organizations and individuals committed to working together to reduce the burden of injury in Hawai'i.

Objectives

- To utilize data and evidence-based practice to identify and prioritize policy and program initiatives and inform all decision-making processes.
- To identify and engage partners in implementing and evaluating the Hawaii Injury Prevention Plan (HIPP).
- To increase opportunities for collaborative injury prevention efforts in all priority injury areas (from HIPP).
- To identify and support injury prevention policy priorities
- To increase public awareness of injury as a major public health problem in Hawai'i.

Membership

IPAC members include representatives from each island as well as statewide governmental and non-governmental agencies. Members represent public health, public safety, criminal justice, first responders, insurance companies, mass media, healthcare plans, urban planning, hospital/trauma/medical centers, medical professionals, researchers, state athletic associations, survivors, and other interested individuals.

IPAC

The primary purpose of IPAC is to serve as an advisory group to the Hawai‘i State Department of Health (DOH), Injury Prevention and Control Section (IPCS).

IPAC Participation

IPAC members are encouraged to attend the quarterly meetings held each year, particularly when agenda topics are pertinent to their organizations’ mission or expertise. Members are also encouraged to keep informed about IPAC activities through meeting minutes and other announcements shared via email and to be engaged in supporting IPAC’s mission and purpose. Meetings are currently held at the Rehabilitation Hospital of the Pacific, from 12pm-1:30pm, with lunch generously provided by our meeting host.

Roles and Responsibilities of IPAC Members:

- Advise the Injury Prevention and Control Section
 - Monitor the implementation of the Hawai‘i Injury Prevention Plan
- Educate the public about injury prevention
 - Promote the importance of injury prevention as a public health issue within organizations and among colleagues and constituents
- Advocate for injury prevention policies and legislation
 - Assist in prioritizing the focus of IPAC advocacy efforts
- Serve as liaison between IPAC and individual organizations
 - Represent the views and priorities of their organizations during IPAC meetings
 - Take information back to their organizations and constituents about injury prevention activities in the state
- Help identify and secure resources to support injury prevention

IPAC Steering Committee

The primary purpose of the IPAC Steering Committee (SC) is to provide guidance and direction for statewide injury prevention efforts.

IPAC SC Participation

The IPAC Steering Committee meetings are scheduled to meet every other month at the IPCS Office, from 12 pm-1:30pm. One meeting each year will be designated as the Annual Meeting.

Roles and Responsibilities of IPAC SC Members

- Provide guidance and direction for statewide injury prevention efforts
- Provide support for program infrastructure by meeting with DOH Director
- Provide oversight of implementation plans and priorities to assure IPCS is focused on best practices in injury prevention
- Use the Hawai‘i Injury Prevention Plan (HIPP) to identify scope of IPAC’s policy initiatives
- Consider all levels of policies to improve injury prevention, including regulatory, organizational and legislative, both City and County and State
- Identify key actions and capacity requirements to address policy priorities
- Coordinate with IPCS staff on implementation of actions to accomplish policy priorities
- Engage in leadership development to assure current and future champions to support and achieve its work
- Has authority to amend Terms of Reference as needed

IPAC SC Structure

The IPAC Steering Committee, including chair and co-chair, were initially selected by the IPCS Program Manager. New SC members are invited based on selection criteria detailed below.

The Steering Committee (SC) members will subsequently select two leaders to serve as chair and co-chair of both IPAC and the SC committee. The chair and co-chair represent the private sector and work closely with the IPCS Program Manager and represent IPAC at critical meetings and events. They also help develop the IPAC meeting agendas and facilitate the meetings.

The Steering Committee may have up to 9 members. Additionally, three DOH positions provide staff representation – Branch Chief, Program Manager, and Assigned Staff member. The Steering Committee may also have non-voting emeritus members.

Steering Committee members are asked to serve staggered 3-year terms, renewable for a second 3-year term, followed by a mandatory year off before being renewed again. Chair and co-chair are asked to serve for 2 year terms. It is recommended that the co-chair overlap with the chair for at least 1 year and then serve as chair for 2 years.

The Steering Committee is staffed by the IPCS Program Manager and other IPCS staff members as assigned by the Program Manager.

Selection of Steering Committee members is based on the following criteria:

- Interest in injury prevention
- Relationship with IPCS
- Diversity (community representation, sector, geography, gender, ethnicity, etc.)
- Skills and Knowledge in any of the following:
 - Business/Finance
 - Child Development/Parenting
 - Communications/PR/Marketing
 - Gerontology
 - Government
 - Health Care
 - Insurance Provider
 - Justice System
 - Public Health
 - Public Policy
 - Transportation

Steering Committee Alignment with Injury Prevention Advisory Committee

The Steering Committee will ensure transparency with IPAC by actively engaging IPAC as follows:

- Annually identifies areas of focus and sets priorities, in the context of the HIPPP plan
- Identifies and organizes information on critical issues that need to be on the IPAC agenda for broader discussion and input
- Shares with IPAC the status of the Steering Committee's priorities and how they can be involved
- Identifies and shares current, relevant successes, results and trends in injury prevention
- Seeks to know, understand, and incorporate key issues identified by IPAC members

- With IPAC, it engages in education, networking and support of programs and issues, as appropriate
- Works collaboratively to develop resources to support injury prevention

Injury Prevention and Control Section, EMS and Injury Prevention System Branch

The Injury Prevention and Control Section (IPCS) serves as the focal point in the Department of Health (DOH) for injury prevention throughout the state for all age groups. IPCS is responsible for coordinating, planning, conducting and evaluating injury prevention programs; developing policy; collecting, analyzing and disseminating injury data; and providing technical support and training. Much of IPCS's work is achieved through community coalitions and partnerships that strive to increase and focus community resources, minimize duplication of effort and support the injury prevention activities of local agencies and community organizations.

Roles and Responsibilities for staffing IPAC and the IPAC Steering Committee

- Coordinate IPAC meetings and SC meetings
- Engage IPAC and SC early in the exploration of opportunities and problem solving constraints and barriers so they can create greater opportunities for successful outcomes
- Check in regularly with the SC and keep people apprised on progress of plans
- Identify alternatives and best practice models and strategize with the SC on the best options
- Communicate the status of priorities and initiatives on a regular basis
- Summarize and document agreements arrived at by IPAC and SC

Values that IPAC members and IPCS staff support in working together include:

- Maintain openness to multiple viewpoints and open dialogue
- Participate and contribute their knowledge and insight
- Work collaboratively

Decision Making Process

The Steering Committee will develop initial recommendations in the context of the Hawai'i Injury Prevention Plan. They will bring these recommendations to IPAC for discussion, input, and validation. The Steering Committee will make the final recommendation.

Amendments

These Terms of Reference may be modified by a majority vote of all participating IPAC SC members.

Approved September 2012